



MIAMI-DADE COUNTY DEPARTMENT OF BUSINESS DEVELOPMENT

Job Clearinghouse (JCH)

NOTICE OF CONSTRUCTION CLEARINGHOUSE JOB OPPORTUNITY

Governed by Miami-Dade County Code section 2-1701 and R-1395-05

Section 1. To be completed by Employer/Contractor. Please print clearly or type

Position title	Application Deadline
Job Site Location	Number of Openings
Describe Job Duties (knowledge, skills and abilities)	Hourly Rate
Job Duration: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary If Temporary, how long? _____	Fringe Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No
Experience Requirement: <input type="checkbox"/> No <input type="checkbox"/> Will Train <input type="checkbox"/> Yes, how much experience is required? <input type="checkbox"/> Months <input type="checkbox"/> Years	
Education Required: <input type="checkbox"/> None <input type="checkbox"/> H.S Diploma/GED <input type="checkbox"/> AA Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Ph. D.	
Certifications/License Required: <input type="checkbox"/> None <input type="checkbox"/> Yes If Yes, please list _____	
Driver's license required: <input type="checkbox"/> None <input type="checkbox"/> Operator/Class E <input type="checkbox"/> Commercial/class ____ <input type="checkbox"/> Chauffeur/Class D	
Language(s) required: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Creole <input type="checkbox"/> Other	
Applicants should contact employer by: <input type="checkbox"/> Phone <input type="checkbox"/> Fax Resume <input type="checkbox"/> Mail Resume <input type="checkbox"/> In person (day/hours) _____	

Section 2 EMPLOYER/CONTRACTOR INFORMATION

Business Name:	Contract/Project Number
Address (Street Name and Number)	Federal ID#
City State Zip Code	Contract/Project Number:
Telephone Number	Fax Number
Contact Person	Email Address

Employer/Contractor must complete and provide a copy of this form for all jobs:

Attention: Job Clearinghouse  
Miami-Dade County Department of Business Development (DBD)  
Contract Review and Compliance Division  
111 NW 1<sup>st</sup> Street, 19<sup>th</sup> floor  
Miami, Florida 33128  
Telephone: (305) 375-3111 Fax (305) 375-2343

\*\*\*\*\*FOR DBD USE ONLY\*\*\*\*\*

Date and time this notice was received at MDC-DBD	Received by
<input type="checkbox"/> This notice was faxed to the list of registered WDOs, WROs, WTPs and other affiliates (list available upon request) Date:	